

CITY RECORDS SPECIALIST

Class Definition

Under general supervision, performs specialized clerical work classifying, indexing and filing original City Council documents; coordinates operations of the centralized Records Center.

Distinguishing Characteristics

City Records Specialist is a single position specialized clerical class assigned to the City Clerk's Office. The incumbent maintains files of all original material submitted to the City Council or filed directly with the City Clerk's Office, and coordinates the citywide records retention program, including operation of the offsite Records Center. This class differs from Senior Records Clerk in that incumbents of that class perform records management work for a specific department.

Distinguishing Characteristics

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Maintains files of all original material submitted to the City Council or filed directly with the City Clerk's Office, including but not limited to, staff reports, ordinances, resolutions, contracts, agreements, leases, bids, and tract maps.

Maintains an accurate and up-to-date index system for storage and retrieval of documents retained for all departments at the citywide Records Center.

Develops and implements microfilming procedures of inactive records; prepares inactive records for microfilming; microfilms documents; disposes of or retains records as appropriate.

Manually updates the Fresno Municipal Code as ordinances are approved; assembles and forwards changes monthly to the printing company for editorial review and printing.

Gathers and compiles information in response to requests from the public, media and City staff, either in person or on the telephone.

Prepares quarterly reports for cost-allocation information for the Records Center.

Makes recommendations for developing and administering a program budget.

Operates a word processor to enter and retrieve a variety of data.

Provides lead direction to assigned staff.

Performs related work as required.

Knowledge, Abilities and Skills

Knowledge of the organization and functions of city government.

Knowledge of municipal laws and procedures as they apply to the Municipal Code and City Charter.

Knowledge of the policies and procedures used in maintaining and controlling an extensive record management system.

Knowledge of the citywide records retention program.

Knowledge of modern office practices and procedures.

Knowledge of business English, spelling and arithmetic.

Ability to formulate, implement and explain record retention policies and procedures.

Ability to prepare clear and concise records and reports.

Ability to understand and follow complex written and oral instructions.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships.

Minimum Qualifications

Four years of increasingly responsible recordkeeping experience, which included classifying, indexing, cross-referencing and filing a variety of materials.

Special Requirements

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____

Director of Personnel

DATE: _____